



# Department of ADMINISTRATIVE SERVICES Job Postings



## DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY Transportation Maintenance Planner 3 Bureau of Highway Operations

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list or lateral transfer.  
**Location:** District 2 Headquarters, 171 Salem Turnpike, Norwich, CT  
**Job Posting No:** **PN#29102**  
**Hours:** Monday through Friday, 8 a.m. – 4 p.m. (40.00 hours per week)  
**Salary:** Pay Grade FS-24a Annual \$70,584 – \$101,772  
**Closing Date:** April 7, 2016

**Eligibility Requirement:** Candidates must have applied for and passed the Transportation Maintenance Planner 3 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Duties:** The incumbent of this position will be responsible for acting as a working lead who assists in supervising a designated group of employees and/or for performing the most complex professional tasks in the preparation of engineering, budgetary, planning studies and reports and planning of state and federal maintenance and construction projects.

**Knowledge, Skills and Abilities:** Considerable knowledge of highway related maintenance methods, materials and equipment; considerable knowledge of principals and methods of determining maintenance needs and preparing programs; knowledge of basic civil engineering principals and practices; interpersonal skills; oral and written communication skills; ability to read and interpret plans and drawings; ability to understand and apply relevant statutes and policies pertaining to highway maintenance; ability to utilize computer software; some supervisory ability.

**General Experience:** Seven (7) years of experience coordinating highway maintenance project activities including planning, scheduling, budgeting or other related activities.

**Special Experience:** One (1) year of the General Experience must have been independently performing a full range of tasks in the planning of state and federal maintenance and improvement projects. (For State Employees this is interpreted at the level of a Transportation Maintenance Planner 2.)

**Substitutions Allowed:**

- (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree.
- (2) For State Employees, one (1) year of experience as a Transportation General Supervisor (Bridge Maintenance) (Maintenance) (Signs and Markings), Transportation Engineer 2 (Construction Engineering) in Highway Maintenance, Transportation District Electrical Supervisor, Transportation District Service Agent 2 or Transportation Maintenance Planner 2 may be substituted for the General Experience.

**Special Requirements:**

- (1) Incumbents in this class may be required to travel.
- (2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's License.

If you are interested in this opportunity, you must apply to this posting, even though you may be a current Transportation Maintenance Planner 3 examination list and /or have applied to previous Transportation Maintenance Planner 3 postings to this area (or other areas) of the Department, you must apply to this posting or you will not be considered.

The Candidate pool resulting from these interviews may be used to fill future Transportation Maintenance Planner 3 vacancies that may become available within District 2 for a period not to exceed 6 months from the closing date of this posting or until the examination list for the Transportation Maintenance Planner 3 expires, whichever occurs first.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a completed application for Examination or Employment (CT-HR12). **State employees must also submit copies of their last (2) service ratings.**  
**Submit application no later than April 4, 2016 to:**

DEPARTMENT OF TRANSPORTATION  
171 SALEM TURNPIKE  
NORWICH, CT 06360  
Ann Januszewski, Human Resources Specialist  
860-823-3232  
[Ann.Januszewski@ct.gov](mailto:Ann.Januszewski@ct.gov)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.